

## General Policies:

[news@afrl](mailto:news@afrl) is published monthly by the Office of Public Affairs of the Headquarters Air Force Research Laboratory. Contact the office at AFRL/PA, BLDG 15, RM 225, 1864 4<sup>th</sup> ST, WPAFB, OH 45433-7132, (937)656-9872 or (937)904-9851, or send email to [afrl.pa@wpafb.af.mil](mailto:afrl.pa@wpafb.af.mil). Contents of the newsletter are not necessarily the official view of, or are endorsed by, the U.S. Government, the Department of Defense or the Department of the Air Force. The editorial content is edited, prepared and provided by this office. Photographs are official Air Force photos unless otherwise indicated.

## Submission Guidelines:

Press release, photos and story ideas that are targeted towards the AFRL internal audience are strongly encouraged. All submission may be sent by email to [jill.bohn@wpafb.af.mil](mailto:jill.bohn@wpafb.af.mil). Length and style may vary as is appropriate for each section of the newsletter. All stories must be cleared for public release at each of the directorates before it is submitted to AFRL/PA. All writing should be contiguous with the Associated Press Stylebook.

Please try to submit any photos in JPEG, TIF or GIF format.

Articles intended for the Features section should be approximately one page in length and may or may not include a photo or artist's concept, though stand-alone photos that include a caption will also be considered for the Features section as well. All features articles should include a solid and timely news pegs, quotes from reliable sources and focus on a subject of interest to the internal audience.

Lab Laurel articles should address the receipt of honors by any AFRL staff. Pictures and quotes are also strongly encouraged.

Articles intended for the Roundups section should feature contracts which are give to outside industry or academic researchers or organizations. These articles should features contracts of a significant dollar amount determined by AFRL/PA and should briefly detail the technologies that will be developed or benefit from the contracts.

All Columns and TD Spotlights should be coordinated through AFRL/PA. Spotlights should be accompanied by photos and captions.

Any final style, editing or layout decisions will be made by the acting chief AFRL Public Affairs. Any questions about the submission guidelines can be submitted to [jill.bohn@wpafb.af.mil](mailto:jill.bohn@wpafb.af.mil).